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Class Specifications
for the Class:

LABOR LAW ENFORCEMENT SUPERVISOR
(LABOR LAW ENFC SUPERVISOR)

Class Distinguishers:

This class reflects responsibility for planning, directing, coordinating and supervising activities for the enforcement of compliance with State labor laws related to wage and hour; wages and hours of employees on State and county public works construction projects; family leave; payment of wages and other compensation; lie detector tests; unlawful employment suspension, discharge or discrimination due to work injury, garnishment or bankruptcy; child labor; and related administrative rules. Work is of two general types:

- A. Oversees and supervises statewide investigative activities through one or more Labor Law Enforcement Specialist V positions in the enforcement of labor laws administered by the program. The work involves reviewing and evaluating investigative operations and activities; planning and directing special enforcement projects involving specific industries; reviewing district office investigative operations for deficiencies and taking corrective action; participating in the development or promulgation of compliance program plans, budget, legislative proposals and testimonies, policies and procedures; and recommending program improvements to meet operational needs.
- B. Serves as a program specialist responsible for overseeing and supervising the development of plans, policies, budgetary requirements, and operating guidelines for the enforcement of labor laws administered by the program. The work involves supervising Labor Law Enforcement Specialist V positions engaged in program development work; coordinating the development and implementation of program plans, objectives and goals; developing and preparing program budget and expenditure plans; developing and/or analyzing proposed statutory changes; coordinating the preparation of legislative testimonies; providing technical assistance to staff; and developing and coordinating a statewide training program for division employees.

Personal Contacts:

Contacts are extensive and include other program personnel to discuss and obtain information for the development of programs; representatives of federal, county and other state agencies; employers, employees and their organizations; business, community and labor organizations; and other individuals and the public to provide explanations and interpretations of State labor laws and rules.

Supervisory Responsibility: Supervise subordinate Labor Law Enforcement Specialist V positions. Some types of work (Type A) also include providing functional supervision to Labor Law Enforcement Specialists in neighbor island district offices.

Supervision Received and Guidelines Available: Work is performed under the general supervision of the division administrator. Written guidelines include pertinent State and related federal and county labor laws, rules and regulations.

Full Performance Knowledge and Abilities: *(Knowledge and abilities required for full performance in this class.)*

Knowledge of: Comprehensive knowledge of pertinent State and related federal and county labor laws, rules and regulations; labor law investigation and enforcement principles, practices, methods and techniques; bookkeeping principles and practices; goals, objectives, and initiatives of the State's labor law enforcement program and its relationship with other governmental organizations and agencies; procedures and processes related to pertinent labor law enforcement cases involving litigation, hearings, appeals, bankruptcy, small claims, mechanics liens and trusts; reference materials and sources of information necessary for investigative purposes (e.g., labor case court decisions, precedent federal court decisions); sources of information on trends and developments (locally and nationally) in labor law enforcement and administration pertinent to the program; departmental policies and procedures; report writing; and principles and practices of supervision.

Ability to: Plan, organize, direct, coordinate and supervise labor law enforcement activities to meet workload demands and established deadlines; interpret and explain the goals, objectives, policies and procedures of the program, and various State and related federal and county labor laws, rules and regulations; deal and communicate effectively with top-level management personnel within the division, department, federal, county, or other State agencies, employer organizations, special interest groups, labor organizations, and the general public; write clear and concise reports, memoranda, and correspondence; analyze and evaluate data and make sound decisions on precedent-setting issues; identify and resolve highly technical issues relating to coverage, exemptions, exceptions, and preemptions; research, locate, identify

and review precedent cases; understand data and transactions on payroll and other business records; research, identify, and analyze pertinent labor law violation trends and adopt changes in procedures, recommend changes in program direction or priorities, and recommend changes in legislation; prepare budget estimates; plan and provide for staff training; and supervise the work of others.

Examples of Duties: *(Positions in this class may not be assigned all of the duties listed, nor do the examples necessarily include all the duties that may be assigned. The omission of specific statements does not preclude management from assigning such duties if such duties are a logical assignment for the position. The classification of a position should not be based solely on the examples of duties performed.)*

Type A positions:

1. Plans, directs, coordinates, supervises, and monitors statewide investigation and compliance activities related to labor laws administered by the program through subordinate supervisors;
2. Establishes qualitative and quantitative standards; and reviews and evaluates operations and activities, and develops improvements as necessary;
3. Identifies staffing needs based on workload, and prepares justification and recommendations on compliance program budget;
4. Plans, directs and coordinates special enforcement projects involving specific industries;
5. Exercises functional supervision over, and provides technical assistance and guidance to, Labor Law Enforcement Specialists located in neighbor island district offices, through subordinate supervisors; and participates in the review of district office operations, and ensures that operational deficiencies are corrected;
6. Participates in the review and development or revision of compliance program plans, policies and procedures; and provides input on proposed legislation and administrative rules;
7. Reviews and approves all investigation cases recommended for litigation, penalties, or debarment proceedings; and consults with the Deputy Attorney General on difficult and highly complex situations regarding issues of coverage, exemptions, and preemptions;
8. Reviews and recommends for approval, by the program administrator, requests for implementation of legal remedies such as liens, garnishments, or attachments;

9. Maintains effective relationships with employers, employees, businesses, and community and labor organizations, to promote and gain their cooperation in complying with labor laws administered by the program;
10. Directs and coordinates the gathering, maintenance, and preservation of records, files, and statistics necessary for the preparation of monthly and annual reports on investigation and compliance activities;
11. Participates in planning, developing, and coordinating training for subordinate positions;
12. Serves as liaison between the program and State, federal, county and other agencies on mutual enforcement issues;
13. Approves leave requests; counsels and evaluates the work of employees; and recommends hiring of applicants for program positions.

Type B positions:

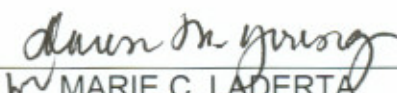
1. Plans, directs, coordinates, supervises, and monitors program plans, policies, budget requirements and operating guidelines for the enforcement of compliance with State labor laws and rules administered by the program;
2. Establishes qualitative and quantitative standards; and reviews and evaluates operations and activities, and develops improvements as necessary;
3. Plans, directs, coordinates and monitors the review, analysis and revisions to labor laws administered by the program; and develops and/or analyzes proposed statutory changes and directs and coordinates the preparation of legislative testimonies and supporting documentation;
4. Develops and coordinates the promulgation and adoption of new and amended administrative rules related to assigned labor laws;
5. Monitors and reviews division's policies, procedures, interpretations, and administrative opinions and guidelines, and recommends changes as necessary;
6. Coordinates the development and implementation of program plans, objectives, goals, educational and informational programs, policies, procedures and quality control programs;
7. Directs, coordinates and supervises the development, formulation, preparation and maintenance of program manuals on policies, procedures, and statutory interpretations;

8. Provides technical support and consultative services to the program administrator, supervisors and others concerning labor law administration and enforcement activities;
 9. Reviews, analyzes and evaluates recommendations of program staff on budget requests and expenditure plans, for cost effectiveness, feasibility and efficiency;
 10. Prepares and consolidates program budget, plans and justifications for approval;
 11. Researches and monitors trends and changes in labor law legislation at the federal or national level, and makes recommendations as necessary;
 12. Supervises and coordinates the acquisition, maintenance and inventory of equipment, computer hardware and software, furniture, supplies, forms, subscriptions, and maintenance, lease, and personal service contracts;
 13. Provides directions and technical assistance to subordinates and other program personnel in the administration, planning, development, implementation and maintenance of the program's computer systems, including program's local area network and automated employer and client database and case tracking system;
 14. Develops and coordinates a statewide training program for program employees; and approves leave requests;
 15. Serves as liaison between the program and other departmental administrative offices on personnel, fiscal, information technology, and research matters;
 16. Assigns, reviews and evaluates the work of subordinates; and recommends hiring of applicants for program positions.
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This is an amendment to the specification for the class LABOR LAW ENFORCEMENT SUPERVISOR (LABOR LAW ENFC SUPERVISOR) approved on January 21, 1997.

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MARIE C. LADERTA
Director of Human Resources Development